

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC REGULATION
NO. 600-28

14 March 1995

Personnel--General

THE TOTAL ARMY SPONSORSHIP PROGRAM

Local supplementation of this regulation is permitted.

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1. Purpose. This regulation prescribe policy, assigns responsibilities, and provides procedural guidance for the Total Army Sponsorship Program. It applies to Headquarters, U.S. Army Materiel Command (AMC), AMC Logistics Support Activity, AMC major subordinate commands, including subordinate installations and activities, and separate reporting activities.

2. Reference. AR 600-8-8, The Total Army Sponsorship Program, 1 Jul 93.

3. Policy. a. Sponsorship programs will be reviewed annually to ensure the requirements in AR 600-8-8 are being met.

b. Only those individuals who are willing to serve and can represent the gaining unit or activity in a positive manner will be selected as sponsors.

c. Command emphasis, concern, and leader involvement are the key ingredients for a successful sponsorship program.

4. Procedures. a. The sponsorship program for incoming personnel will include but not be limited to the following:

- (1) Identify sponsor.
- (2) Send command welcome letter.

*This regulation supersedes AMCPE-AP memorandum, dated 8 Feb 95, subject: The Total Army Sponsorship Program.

- (a) Housing facilities.
 - (b) Medical care (CHAMPUS, CHAMPUS Supplement, TRICARE, etc.).
 - (3) Send welcome packet to include a Standard Installation Topic Exchange Service (SITES) update, where available through Army Community Service, and a letter from sponsor 60 days in advance. Packet will include but not be limited to the following information:
 - (c) Dental care (military and Delta Dental Plan in civilian facilities).
 - (d) Post Exchange and Commissary services.
 - (e) School and Child Care Services.
 - (f) Banking facilities.
 - (g) Religious facilities.
 - (h) Public transportation.
 - (i) Recreational facilities.
 - (j) Area maps.
 - (4) Provide sponsor with time and resources to perform sponsorship duties.
 - (5) Escort soldier to appointments by sponsor.
 - (6) Introduce soldier to immediate chain of command.
 - (7) Acquaint soldier with unit and locale.
 - (8) Ensure completion of the local sponsorship form. This is to be turned in to appropriate directorate/chain of command for program assessment.
- b. For soldiers being assigned to AMC remote sites, the command welcome letter will emphasize the potential excessive medical expenses for family members due to limited medical facilities available at these sites.
- c. The sponsorship program for outgoing personnel will include but not be limited to the following:

(1) Issue DA Form 5434 (Request for Sponsorship) to departing soldier, as applicable. This form requests a sponsor from the soldier's gaining unit.

(2) Identify out-processing sponsor.

(3) Ensure soldier is familiar with local services which ease the transition and relocation process.

(4) Advise soldier of requirements/timeframes needed to accomplish out-processing.

(5) Ensure an appropriate farewell recognition ceremony is conducted.

(6) Ensure completion of out-processing survey.

5. Responsibilities. a. Commanders/Activity Directors will establish and maintain an effective sponsorship program throughout their command. This includes providing sponsors the time and resources to accomplish sponsorship duties, and rewarding effective sponsors, as appropriate.

b. Directorates of Personnel will exercise staff supervision over the sponsorship program and take an active role in its administration. This includes the review of all completed surveys from soldiers who in-processed and those who out-processed.

c. Sponsors will assist the service member and their families during the relocation process. They should attempt to minimize the delays and problems encountered during reassignment.

AMC-R 600-28

The proponent of this regulation is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCPE-AP, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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